

Directions: Please complete shaded areas below.

Department Name: Employee Relations Department
Project Name: Job Evaluation Methodology/System
Project Amount: \$500,000
Contact Information: MaryLou Rizzo / Jose Nodarse
Project Type: Please check (√) one.
<input checked="" type="checkbox"/> Enterprise <input type="checkbox"/> Communities of Interest <input type="checkbox"/> Department Specific
Funding Source: Please check (√) one.
<input checked="" type="checkbox"/> GF Capital <input type="checkbox"/> Proprietary Capital
<input checked="" type="checkbox"/> Mandated Requirement (If checked (√), please indicate who is mandating this request as well as the time frame) County Manager's Office????
<input type="checkbox"/> Department Priority of Initiative (1, 2, 3, etc.)

Section A

Background:

Problem Statement:

The Miami-Dade County's Pay Plan contains in excess of 2,750 separate job classifications. Thirty-four percent of these are single incumbent classes that relate to unique positions within a department's organizational structure. The Pay Plan is complex and includes pay ranges that are traditional lock step systems, ranging from 9 to 12 steps; standard pay grades that have open pay ranges; non-standard pay ranges that are open; and flat rates. Many of these pay ranges are closely structured. This has resulted in a highly defined classification structure that is difficult to maintain. Additionally, in-hire rates are correlated to date of hire resulting in a two-tiered pay plan.

Solution:

Miami-Dade County is seeking a quantitative job evaluation methodology that is based on weighted common job factors, where the objective assignment of points to these factors will result in a total points score that is tied to a pay grade and compensation range. The point factor system must be able to incorporate Miami Dade's vast range of classifications (that include unskilled, semiskilled, trades,

clerical, technical, supervisory, managerial, and protective service positions). The system must be responsive to the operational business requirements and easily understood by all stake holders (ten unions, 32,000 employees, elected officials, management, and the citizens we serve). A desired output from the methodology would be a standard job description.

Expected Benefits / Direct Payback: